

Halton Re-ablement Service Implementation Plan and Next Steps

Lead Officer: Sue Wallace-Bonner

Action	Detail to include	Responsible Officer	Timescales	Comments
Develop new job description and person specification that reflect the requirements of the new service. Personnel will complete evaluation of the new roles.	<ul style="list-style-type: none"> Qualifications as outlined in service specification Requirements in relation to driving 	Jean Dale	Sept 2008	Staff working groups will be developed to support. Guidelines developed to provide context.
Develop process for record keeping and documentation	<ul style="list-style-type: none"> Care Plans Support Plans Reviews 	Jean Dale/ Pam Evison	Oct 2008	Staff working groups will be developed to support
Develop and commission a training specification	<ul style="list-style-type: none"> Re-ablement Person Centred Training NVQ Qualifications Re-ablement assessment and support planning Driving lessons The use of Barthel 	Jean Dale/ Jackie Johnson	Sept 2008	Staff working groups will be developed to support. Guidelines developed to provide context.
Consult and progress with Unison, Staff and	<ul style="list-style-type: none"> Travel Policy – predominately car drivers 	Sue Wallace-Bonner	Oct 2008	Premium pay issues are being considered corporately,

Personnel changes to staff terms and conditions	<ul style="list-style-type: none"> • Agree process for Staff wishing to relocate to a static base e.g. Oak Meadow, Dorset Gardens • Process to ensure non-car drivers are able to fulfil their duties • Rotas • Office based working 			any agreements will also be implemented within home care. Staff working groups will be developed to support guidelines developed to provide context.
Develop new policies and procedures	<ul style="list-style-type: none"> • Access • Pathways • Discharge planning • Sign posting 	Jean Dale/ Jackie Johnson	Oct 2008	Staff working groups will be developed to support guidelines developed to provide context.
Develop and implement performance management framework and quality assurance framework	<ul style="list-style-type: none"> • SU satisfaction questionnaires • Professional satisfaction questionnaires • Activity and capacity • Reporting and collation information • Complaints and compliments • Service user outcomes 	Sue Wallace-Bonner/ Sandra Harris	Oct 2008	Links to Intermediate care performance management framework and gold standard
To develop a service specification for Dorset Gardens in reach service from home care	<ul style="list-style-type: none"> • Interface with re-ablement service • Management arrangements • Direct care hours 	Jackie Johnson/ Jean Dale	Oct 2008	Staff working groups will be developed to support
To review the current service specification for the night service and ensure it reflects the needs of the service	<ul style="list-style-type: none"> • Direct care hours • Budget • Unit costs • SU outcomes and performance monitoring 	Jean Dale/ Sue Wallace-Bonner	Sept 2008	
Evaluate and present outcomes to the PCT in	<ul style="list-style-type: none"> • Service availability • Unit costs 	Sue Wallace-Bonner/ Bonner/	Sept 2008	

relation to the End Of Life Service	<ul style="list-style-type: none"> • Pathways and processes • SU outcomes 	Jean Dale		
Define staffing establishment across all service areas and process for staff service allocation	<ul style="list-style-type: none"> • Choice • Flexibility • Service users needs 	Sue Wallace-Bonner	Oct 2008	
Discuss new service option and plans with CSCI – possibly register.	<ul style="list-style-type: none"> • Ensure all relevant information is available • Process of deregistration of existing service 	Sue Wallace-Bonner/ Jean Dale	Oct 2008	
Review service user and teams' information. Provide written information booklets	<ul style="list-style-type: none"> • Aims of service • Outcomes • Pathways and processes 	Jean Dale/ Pam Evison	Oct 2008	Staff working groups will be developed to support
Launch and marketing of new Re-ablement Service	<ul style="list-style-type: none"> • 'Closure of existing service' • Launch of new service • Marketing strategy 	Sue Wallace-Bonner/ Jean Dale	New service to be implemented 1 April 2009	Staff working groups will be developed to support
Evaluation at 6 months and 12 months	<ul style="list-style-type: none"> • Service activity • Service user outcomes • Value for money 	Sue Wallace-Bonner/ Jean Dale	Oct 2009 April 2010	Staff working groups will be developed to support
Review of the administration function for all intermediate Care Services is currently being progressed; this will identify the establishment required.		Sandra Harris/ Sue Wallace-Bonner	Sept 2008	